

New Design TRP *Dealers*

IL Secretary of State Training
2020



New TRP Essentials

- ❑ Old TRPs are being discontinued November 3, 2020.
- ❑ TRPs will be printed by users.
- ❑ Expirations will remain the same at 90 days.
- ❑ Only SOS facilities can issue second or additional TRPs.
- ❑ Superusers will assign packages of 25 to each user . These cannot be shared or reallocated.

Permit Abuse

- ❑ Each lost, missing, stolen or destroyed TRP will result in a \$151 fee.
- ❑ Misuse of any permit will result in a \$175 fee per instance, possible loss of system access and/or criminal charges.

Ordering & Receiving TRPs

- Log on to the TRP website using username and password.
- Click on “Request TRP Stock”.

TEMPORARY REGISTRATION PERMIT (TRP)

Logged in as JSMITH

[Log Out](#)

Issuing Agent - LANDMARK FORD, INC.

User Admin

TRPs

- [Issue TRP](#)
- [Issue 7-day Permit](#)
- [TRP Boxes](#)
- [Request TRP Stock](#)
- [Search for a TRP](#)
- [Print 7-Day / 30-Day Request Form](#)

Users

- [Add a User](#)
- [TRP Users](#)
- [Change Password](#)
- [Change Agency E-mail Address](#)

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Ordering & Receiving TRPs

- Using the down arrow under the Vehicle Type, you can choose Passenger or Motorcycle Permits.
- You can also use the down arrow under Quantity to select how many packages you want.
- The minimum order is one package and the maximum is 24 packages.

TEMPORARY REGISTRATION PERMIT (TRP)

Logged in as JSMITH

[Menu](#) | [Log Out](#)

Request TRP Stock

Vehicle Type

Passenger/Truck ▼

Quantity

1 - 25 TRPs ▼

[Print 7-Day / 30-Day Request Form](#)

Order

Reset

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Receiving TRPs

- Once you receive your packages, go back to the TRP website and click on your “TRP Boxes” tab and “Receive Stock”.

Superusers must “Receive Stock” within 48 hours in the system.

TEMPORARY REGISTRATION PERMIT (TRP)

Logged in as JSMITH

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TRP Boxes for DL101 - LANDMARK FORD, INC. (4846)

Box ID		Date Received	Date Shipped	Vehicle Type	Issued To	Quantity Issued
100KK225	Receive Stock		08/17/2020	Passenger/Truck	Not Allocated	0 / 25
100KK200		08/14/2020	08/14/2020	Passenger/Truck	Szara4	0 / 25
16AA00		08/14/2020	08/14/2020	Motorcycle	Svemuri1	4 / 25
100KK000		08/10/2020	08/10/2020	Passenger/Truck	Szara4	22 / 25

Assigning TRPs to Employees

- If you have multiple users, the Superuser will need to assign each user a package of TRPs in the designated area.
- Enter the first TRP number in package and click “Submit”.

TEMPORARY REGISTRATION PERMIT (TRP)

Logged in as JSMITH
[Menu](#) | [Log Out](#)

Edit a User

Manager

Jon Adams

Username

JSMITH

First Name *

TOM


Middle Initial


Last Name *

STEVENS

Telephone Number 555-555-5555

E-mail Address

 JSMITH@ABC.gov



TRP Training Type

N/A

Training Date

N/A

Privileges

Assign TRPs - Starting TRP Number

[Reset Password](#)

[TRP Users](#)

Submit

Inactivate

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Issuing TRPs

- Access the TRP website and click on “Issue TRP”.
- Enter the document number from the previously completed ERT/PERT application and click on “Search”.
- The system will populate the same owner/vehicle information from the ERT/PERT application. The information cannot be altered.
- Once the information is on the screen, click on “Submit” to complete the TRP transaction.

TEMPORARY REGISTRATION PERMIT (TRP) Logged in: JSMITH
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TRP Issuing Information

TRP
The lowest number TRP should be used first

VSD190 Document Number *

TRP Number * **Date Issued** 08/24/2020

Owner 1

First Name	Middle Initial	Last Name
DEBRA		DURBIN

Driver's License Number

Address
PO BOX 456

City	State	ZIP Code	County
TAYLORVILLE	IL	62568	11

Owner 2

First Name	Middle Initial	Last Name

Driver's License Number

Vehicle

VIN
5TBRT3415YS103340

Year	Make	Model
2000	TOYT	TUNDRA

Issuing TRPs

- In the orange box, you should see a message that says “the TRP was successfully registered in the system, along with a confirmation number”.
- Under that, you will click on the “Click here to view your TRP” button.

TEMPORARY REGISTRATION PERMIT (TRP)

Logged in : JSMITH
[Menu](#) | [Log Out](#)

TRP Issuing Information

The TRP was successfully registered in the system.
The CONFIRMATION NUMBER for the TRP just entered is: 21964975

[Click here to view your TRP.](#)

TRP

The lowest number TRP should be used first

VSD190 Document Number *
6219983079

TRP Number * 100KK020 **Date Issued** 08/24/2020

Owner 1

First Name	Middle Initial	Last Name
DEBRA		DURBIN

Driver's License Number

Address
PO BOX 456

City	State	ZIP Code	County
TAYLORVILLE	IL	62568	11

Owner 2

First Name	Middle Initial	Last Name

Driver's License Number

Vehicle

VIN
6T8PT241FVS102240

Printing TRPs

- When loading the TRP in the printer, put it face down with the perforation on left.
- Print the TRP.

This screen will appear in a new tab when you confirm the TRP on the prior screen. Load the correct TRP into manual feed, print and then close the tab.

ILLINOIS TEMPORARY PERMIT			
2C3CDXBG1CH286613	2012	Dodge	Charger
100-KK-126			
Exp: 11/23/2020			
CHICAGO NORTH FACILI	303	08/25/2020	
2C3CDXBG1CH286613		2012	
Dodge	Charger		
CHICAGO NORTH FACILITY	303	08/25/2020	
3856 W 124th St Apt 2e, Alsip, IL 60803			
M Griff	11/23/2020		

Load TRP in manual feeder, face down with the perforation on the left.

After printing,
enter/scan the
TRP # and click
“Submit”.

TEMPORARY REGISTRATION PERMIT (TRP)

Logged in as JSMITH
[Menu](#) | [Log Out](#)

TRP Issuing Information

The TRP was successfully registered in the system.
The CONFIRMATION NUMBER for the TRP just entered is: 21965108

[Click here to view your TRP.](#)

TRP

The lowest number TRP should be used first

VSD190 Document Number *

8748660285

TRP Number *

100KK128

Date Issued
08/26/2020

Confirm Printed TRP Number *

100kk128

Owner 1

First Name	Middle Initial	Last Name
W		Y

Driver's License Number

Address

1111 CHICAGO

City	State	ZIP Code	County
CHICAGO	IL	60606	COOK

Owner 2

First Name	Middle Initial	Last Name

Driver's License Number

Vehicle

VIN

2CNFLNEC6B6313559

Year	Make	Model
2011	CHEV	EQUINOX

Secretary of State Fee

Fee Paid
301.00

* Required

Submit

Clear

TRP printed/
updated
successfully.

SOS USE ONLY

JESSE WHITE
SECRETARY OF STATE



TEMPORARY REGISTRATION PERMIT (TRP)

Logged in as : JSMITH |
[Log Out](#)

Issuing Agent - CHICAGO NORTH FACILITY
User Admin

- Confirm printed trp number updated successfully.

TRPs

- [Issue TRP](#)
- [Issue 7-day Permit](#)
- [TRP Boxes](#)
- [Search for a TRP](#)
- [Print 7-Day / 30-Day Request Form](#)

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Tear off bottom portions and give the owner copy to customer and keep the agent copy for your records.

ILLINOIS TEMPORARY PERMIT

XXX-AA-XXX

Exp:

Owner Copy – Remove and Keep In Vehicle

Agent Copy – Remove and Retain

ILLINOIS TEMPORARY PERMIT

ILLINOIS TEMPORARY PERMIT

Users can
“Search for a
TRP” ONLY
by VIN.

TEMPORARY REGISTRATION PERMIT (TRP)

Logged in as: JSMITH
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Search for a TRP

Search by VIN Number

Search

Reset

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Users must select the reason for a void and enter a detailed description then select “Submit”.

TRP Number 100KK051

Confirmation Number 21965156

Date Issued 08/17/2020

Document Number 6219982948

Issued By BILL SMITH

Issuing Agency RAYMOND CHEVROLET INC.

Expiration Date 11/15/2020

Owner 1 JOHN DOE

Address 123 ADDRESS RD
CHICAGO, IL 60606

Driver's License Number

Type of Plate Passenger/Truck

VIN JT4RN93P3N5061584

Vehicle Year 1992

Vehicle Make TOYT

Vehicle Model HALFTONPI

Vehicle Weight 8000

Secretary of State Fee 301.00

TRP has been
Voided

Reason

Submit Reset Print

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After voiding,
this screen
appears to
confirm the
TRP status.

TEMPORARY REGISTRATION PERMIT (TRP)

Logged in **JSMITH**
[Menu](#) | [Log Out](#)

TRP Number **100KK126**

You have recorded that TRP# 100KK126 has been Stolen.
Click 'Submit' to Confirm this TRP status update.

Confirmation Number 21965106 [Print Receipt](#)

Date Issued 08/25/2020

Document Number 8748660251

Issued By BILL SMITH

Issuing Agency CHICAGO NORTH FACILITY

Expiration Date 11/23/2020

Owner 1 M GRIFF

Address 3856 W 124TH ST APT 2E
ALSIP, IL 60803

Driver's License Number

Type of Plate Passenger/Truck

VIN 2C3CDXBG1CH286613

Vehicle Year 2012

Vehicle Make DODG

Vehicle Model CHARGER

Vehicle Weight 0

Secretary of State Fee 328.00

TRP has been

Stolen ▼

Reason

Customer noticed his TRP was missing from vehicle and assuming it is stolen

Submit

Reset

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Storage & Voids

- Prepare a manila envelope for each package of 25 to store receipts and voided TRPs to assist with inventory/audits.
- TRPs must be stored in a secure area.
- Superuser must confirm that DAILY TRPs are issued in sequential order and voided properly.
- Management must return all voided TRPs MONTHLY to:

Howlett Building

Room 414

Springfield, IL 62756

217-524-4329

Troubleshooting error messages

Status Required

Reason Required

TRP already assigned to doc ###


TRP was not confirmed

Printer problems

Troubleshooting error messages

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JESSE WHITE
SECRETARY OF STATE



TEMPORARY REGISTRATION PERMIT (TRP)

Logged in: JSMITH
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TRP Number 100KK125

- Status is required.
- Reason is required.

Confirmation Number	21965105	Print Receipt
Date Issued	08/20/2020	
Document Number	8748660243	
Issued By	JSMITH	
Issuing Agency	CHICAGO NORTH FACILITY	
Expiration Date	11/18/2020	
Owner 1	JOSE M SANCHEZ	
Address	9130 FAIRVIEW AVE UNIT 1 BROOKFIELD, IL 60513	
Driver's License Number		
Type of Plate	Passenger/Truck	
VIN	1GNEC16Z32J132957	
Vehicle Year	2002	
Vehicle Make	CHEV	
Vehicle Model	SUBURBAN	
Vehicle Weight	0	
Secretary of State Fee	301.00	


TRP has been
Select One ▼

Reason

Troubleshooting error messages

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TEMPORARY REGISTRATION PERMIT (TRP)

TRP Issuing Information

Logged in JSMITH i
[Menu](#) | [Log Out](#)

- A TRP is already assigned to this document number.(16)

TRP

The lowest number TRP should be used first

VSD190 Document Number *

8748660251

TRP Number *

100kk126

Date Issued

08/25/2020

Search

Owner 1

First Name	Middle Initial	Last Name
M		GRIFF

Driver's License Number

Address

3856 W 124TH ST APT 2E

City	State	ZIP Code	County
ALSIP	IL	60803	COOK

Owner 2

First Name	Middle Initial	Last Name

Driver's License Number

Vehicle

VIN

2C3CDXBG1CH286613

Year	Make	Model
2012	DODG	CHARGER

Secretary of State Fee

Fee Paid


328.00

* Required

Other error messages

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SECRETARY OF STATE



TEMPORARY REGISTRATION PERMIT (TRP)

TRP Issuing Information

Logged in as tdiantzi
[Menu](#) | [Log Out](#)

TRP ### was not confirmed. Please contact your supervisor to confirm

TRP

The lowest number TRP should be used first

VSD190 Document Number *

8748660251

TRP Number *

100KK126

Date Issued

08/25/2020

Search

Owner 1

First Name	Middle Initial	Last Name
M		GRIFF

Driver's License Number

Address

3856 W 124TH ST APT 2E

City	State	ZIP Code	County
ALSIP	IL	60803	COOK

Owner 2

First Name	Middle Initial	Last Name

Driver's License Number

Vehicle

VIN

2C3CDXBG1CH286613

Year	Make	Model
2012	DODG	CHARGER

Secretary of State Fee

Fee Paid

328.00


Superuser Confirmation

- Users must complete the issuance process by confirming the TRP twice in the system.
- If the process gets bypassed erroneously, Superusers must confirm before the user can issue the next TRP.
- Superuser must search the unconfirmed TRP, open the file, check the “Confirm printed TRP #” checkbox, enter a reason, and then click “Submit”.

Superuser Confirmation

SOS USE ONLY

JESSE WHITE
SECRETARY OF STATE



TEMPORARY REGISTRATION PERMIT (TRP)

Logged in as User1
[Menu](#) | [Log Out](#)

TRP Number 100KK173

Confirmation Number

21985153

Date Issued

08/16/2020

Document Number

8748880073

Issued By

User1

Issuing Agency

CHICAGO NORTH FACILITY

Expiration Date

12/15/2020

Owner 1

TEST DATA

Address

3701 WINCHESTER ROAD
SPRINGFIELD, IL 627079700

Driver's License Number

Type of Plate

Passenger/Truck

VIN

5NPEB4ACXBHO15062

Vehicle Year

2011

Vehicle Make

HYUN

Vehicle Model

SONOTA

Vehicle Weight

0

Secretary of State Fee

301.00

Confirm Printed TRP Number

☐

TRP has been

Issued

Reason

Submit

Reset

Print

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Questions &
Concerns

TRP Hotline:
217-524-4329